

QUALIFICATIONS

The effectiveness with which you present your qualifications for the job may have a great deal to do with the final outcome of your interview.

Your appearance and attitude may have created a favorable first impression, but now you have to "close the sale" by explaining to your prospective employer why your qualifications are suitable for the position.

Have carefully in mind, or have written out beforehand, certain vital statistics. You don't want to do any fumbling around about your background, extracurricular activities, and work experience you may have had. Also, try to know in advance a few salient facts about the company you hope to work for. With a little preparation, you will have a ready reply for the employer who says: "Tell me something about yourself".

START WITH NES

NES has the facts about employment opportunities from prospective employers right across Canada.

NES offices specialize in employment—the listing of job vacancies and the placing of workers in employment.

NES has counsellors, who assist young people, like you, to discover the job for which they are best suited.

NES has up-to-date information on the labour market. And through the use of current job descriptions of the most precise nature, there is little chance of NES applicants being referred to jobs for which they are not qualified or in which important skills or abilities are not likely to be used.



SUMMING IT UP

Before the interview

—Consult your local NES office.

At the interview

- Be well-groomed and suitably dressed.
- Be enthusiastic and interested.
- Be confident — that your ability will be an asset to the company.

It sometimes takes very little to tip the balance between two applicants. We hope that our suggestions will tip the scales in your favour. Good luck!



YOUR INTERVIEW FOR A JOB

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*Some "dos" and "don'ts"
from your*

NATIONAL EMPLOYMENT SERVICE

In seeking your first job—or any job, for that matter—your personal interview with the prospective employer is all-important. When an employer is considering hiring you he is thinking only of your possible value to his business. He has to judge your potentialities by your appearance, your bearing and attitude, your educational qualifications, and the work experience which you may have had.

Drawn from the experience of thousands of interviews that our employment officers have conducted, NES offers you some timely tips to help you create a favorable impression.

We hope that the following pointers in this pamphlet will be of use to you.



APPEARANCE

It may be true that one should not judge a book by its cover, but it is likely that many a good book has gone unread because its "appearance" was uninspiring. The same holds true for a person; an immediate impression, either favorable or otherwise, is created by your appearance.

If you have good deportment and posture, and are well-groomed, you will get your interview off to a good start.

Essentials to remember:

- hair combed neatly
- shoes shined
- nails clean

For the girls, our message is that the "tailored" look is the best approach.

- jewellery and accessories should be in keeping with your dress or suit
- nylons and high heels are "in" (no flats or sandals)
- go easy on the make-up; a light touch is far more attractive.

For the young men, it should be obvious that an interview is no time for T shirts

and jeans. The essentials are:

- a well-pressed suit or jacket and slacks
- a clean shirt and a conservative tie
- a haircut and a recent shave.

These items will produce an image of you as a young person looking toward success.



ATTITUDE

Remember that the interviewer is a friend, and that the time spent with him can be rewarding whether you land the job or not. Looking to the interview with this positive attitude will make you feel more at ease and thus more likely to put your best foot forward.

At your interview:

- be polite. Manners do count.
- be enthusiastic. Have confidence in your ability.
- be specific in your questions and answers. Vagueness on your part can indicate lack of interest to a prospective employer.
- be alert for the entire interview. The young man or woman who shows no sign of life until the subject of wages, benefits and vacations comes up, impresses the employer—the wrong way!
- be careful how you speak. Sloppiness in your grammar and articulation could lead the interviewer to believe that you are careless in your work habits too.

